

MUNIS

GASB 34 REPORT GENERATION
(FAI-19)

September 2003

VERSION (1.0)

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GASB 34 REPORT GENERATION

OVERVIEW

KDE and MUNIS have provided Districts with the ability to create financial statements for annual GASB 34 reporting. The following instructions direct users on how to generate, verify and reconcile the GASB 34 statements.

Generating GASB 34 Statements

GASB 34 templates have been placed on the system to produce various GASB 34 financial statements for the Kentucky Districts. The reports are based solely on the current chart of accounts and the use of the chart in the correct manner; any differences will need to be adjusted accordingly. KDE recommends running reports in a specified sequence. The sequence allows a user to run, verify and adjust a report prior to producing the next report, which may be affected by the adjustments previously made. Following is a table of reports in the recommended order:

Report Type/Name	MUNIS Report	District/Auditor
Notes to Financials		
Capital Asset Disclosure	GASB 11	Adjustments
Balance Sheet		
Proprietary Fund	GASB 7	Adjustments
Non-Major Governmental Fund	GASB 5	Adjustments
Governmental Fund	GASB 3	Adjustments
Statement of Net Assets		
District-Wide	GASB 1	Adjustments
Stmnt of Revenues, Expenses, and Changes in Fund Balances		
Proprietary Fund	GASB 8	Adjustments
Non-Major Governmental Fund	GASB 6	Adjustments
Governmental Fund	GASB 4	Adjustments
Statement of Activities		
District-Wide	GASB 2	Adjustments
Budgetary Comparisons		
Budget to Actual: General Fund	GASB 9	Adjustments
Budget to Actual: Special Fund	GASB 10	Adjustments

NOTE: *Not all information for producing GASB 34 statements is contained within the MUNIS system. Districts are required to adjust the output of selected reports to produce a final statement.*

PROCESSING THE GL REPORT FORMATTER

KDE has pre-loaded templates into the GL Report Formatter for producing many of the GASB 34 statements. The GL Report Formatter templates gather the information available in MUNIS to produce each of the reports for the District. All reports will produce output in the form of an Excel spreadsheet via the MUNIS Office functionality.

1. To generate a report from Munis Report Formatter Select:

A) FINANCIALS

A) General Ledger Menu

F) Inquiries & Reports Menu

C) G/L Report Writer Functions

I) Report Formatter Print Reports

2. Select the **Define** button

3. Enter the desired GASB 34 Report code as you tab through the report code fields:

4. Enter Period **13** in the “Fiscal period to be used” field and hit “Escape”.

The screen should look as follows:

REPORT FORMATTER PRINT - KDE TEST SYSTEM

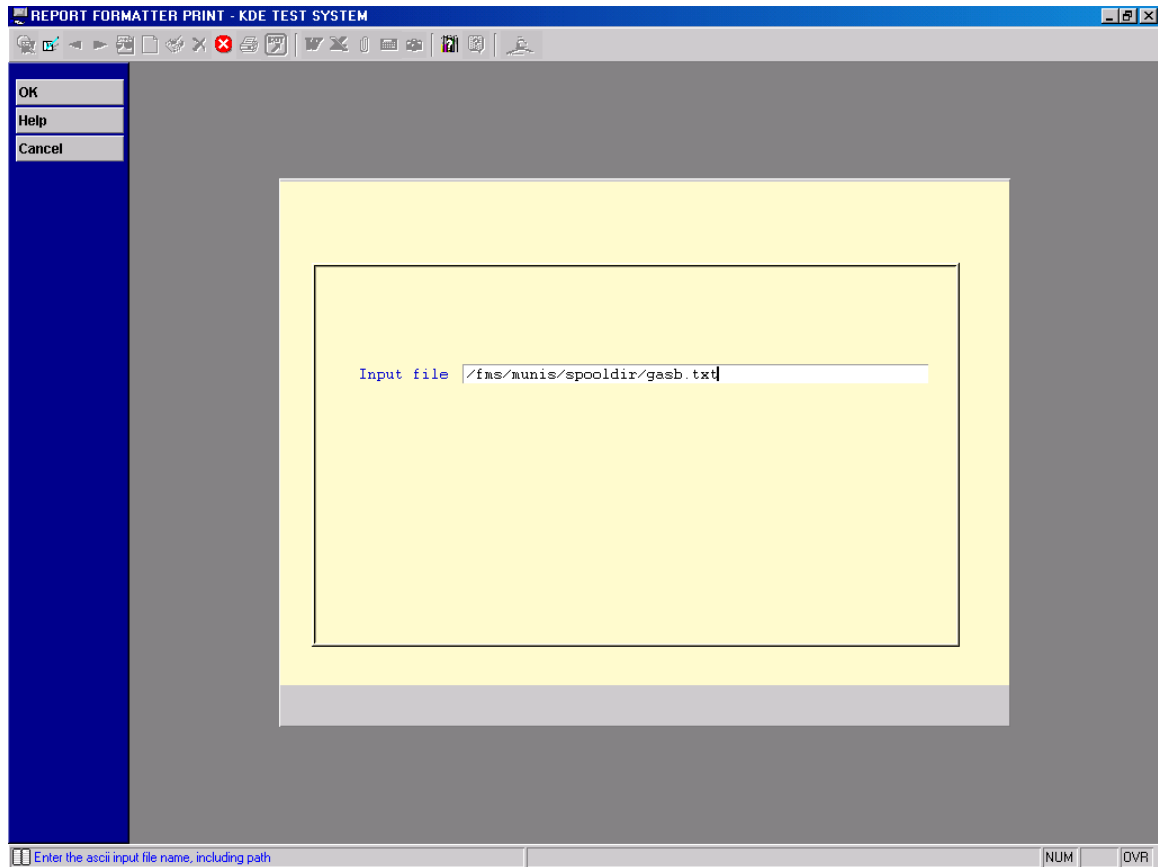
OK
Return

Report code GASB 11 through GASB 11

Fiscal period to be used 13 EOY

Building account table. Please wait. NUM | OVR

5. Select the **Load-Find** button, enter “*/fms/munis/spooldir/gasb.txt*” in the Input File field and select the **OK** button or hit “Escape”.



6. Select the **Excel** icon on the upper toolbar to generate the report.
Note: If the following message appears, “This option is currently unavailable. Please contact your MUNIS Sales Representative to discuss activating this feature.” See your MUNIS system administrator to verify that the workstation has been MUNIS Office enabled or contact MUNIS Help Desk for further information.
7. Enter your District Name in the Substitute text upon receiving the following prompt and hit “Escape”:

8. EXCEL will automatically open as MUNIS completes the report and places the report in an EXCEL spreadsheet

- Select **File ->**

- Save As->**

- Save As Type->**

- Microsoft Excel Workbook** (the first option under Save As Type)

- Name the file e.g. GASB 11 etc.
- Save under the appropriate directory.

Note: If the file is not saved as a Microsoft Excel Workbook, all formulas and formats will be lost when saved with the file default of CVS (Comma Delimited). If this occurs, then reprocess the report by selecting the Excel icon on the upper toolbar to re-generate the report.

9. To run additional reports, select **Define**.

10. Enter the next GASB Report code as you tab through the fields:

Report code through

11. Select the **Excel** icon on the upper toolbar to generate the report.

12. Save the report as a **Microsoft Excel Workbook** using the applicable report name and file directory.
13. Continue to process the remaining reports by repeating steps 9,10, 11 and 12 to produce other GASB 34 statements available in the Munis Report Formatter.

NOTE: The **Load-Find** process and file path of “*/fms/munis/spooldir/gasb.txt*” only needs to be redefined when first entering the program (path must be redefined each time you exit off of the GL Report Formatter Screen).

14. Based on the settings within each workstation, minimal formatting will be required to modify the reports as desired, such as formatting column widths and cells (adding commas, \$, etc.)

Helpful Hint:

-Highlight all columns with data and double-click on the column separator, between E and F, to widen the columns.

RECONCILING GASB 34 STATEMENTS

Each statement should be carefully reviewed and reconciled to the Annual Financial Report (AFR/BS). Identify the required adjustments and properly adjust in MUNIS or in the EXCEL output format for GASB 34 reporting.

The GASB 34 reports are based on the current KDE chart of accounts, any coding differences will need to be handled accordingly. KDE's GASB34 reports consider only funds 1 and 2 as major governmental funds and all other governmental funds appear as non-major funds. If any other governmental funds qualify as a major fund, according to GASB 34, the Non-Major Governmental statements (GASB 5 and GASB 6) and Governmental statements (GASB 3 and GASB 4) will need to be adjusted accordingly.

Notes to Financials

GASB 11 – Capital Asset Note Disclosure:

- Reconcile the General Ledger and Fixed Assets modules through the Fiscal Year reporting 200X period 13.
- Determine any differences and make the necessary adjustments in MUNIS.
- **Historical Cost-Ending Balance** for Governmental Activities = **Balance Sheet** for Fund 8-object codes 62X1 for reporting year ended.
- **Accumulated Depreciation-Ending Balance** for Governmental Activities = **Balance Sheet** for Fund 8-object codes 62X2 for reporting year ended.
- **Historical Cost-Ending Balance** for Proprietary Activities = **Balance Sheet** for Funds 81, 82 and 84-object codes 62X1 reporting year ended.

- **Accumulated Depreciation-Ending Balance** for Proprietary Activities = **Balance Sheet** for Funds 81, 82 and 84-object codes 62X2 for reporting year ended.
- **Beginning Balance** for each applicable category = **Balance Sheet** for prior year ended.
- The **Retirements** column requires manual entry into the Excel output format. Enter the total retirement activity (FAR JE) by Class Code for the Fiscal Year for both **Historical and Accumulated Depreciation**.
 - Retirement activity can be identified either using one of the following methods:
 - General Ledger Inquiry per org/object code and select “Detail” for **FAR** source je for the Fiscal Year 2003.
 - Asset History By GL Account (option K from the Fixed Asset Inquiries and Reports menu) processing for object=62* (via Seg-Find), Year/Period=2003 01 to 2003 13 and JE source=**FAR**.
NOTE: Governmental = 80-62X1 for Historical and 80-62X2 for Accumulated Depreciation and Proprietary = 8X-62X1 for Historical and 8X-62X2 for Accumulated Depreciation for orgs 81, 82 and 84.
 - Enter the Retirement totals as negative numbers.
 - Include GEN or GRV related journal entries created for asset retirements.
NOTE: The Activity (History) List (option G under the Fixed Asset Inquiry and Reports menu) is NOT currently reporting Retirements correctly.
- Verify the **Additions** column calculated as a result of the amounts entered into the Retirements column (previous step above) in the Excel output format. The calculated Total should agree to the total Asset Added, Improved and Adjusted for the FY for both Historical and Accumulated Depreciation for both Governmental and Proprietary.
- **Process Activity (History) List** (option G under the Fixed Asset Inquiry and Reports menu).
 - a. Produce the report SEPARATELY by **CLASS CODE** for Governmental assets and Proprietary.
 - b. Define the Year/Period ranges such as 200X/01 to 200X/13.
*NOTE: To get a report of totals only, make sure that the boxes for Page break; Detail Listing and Asset Listing are **NOT** selected.*
- **Asset ACT, Improvements and Adjustments** (columns 1, 4 and 5) = **Historical Activities** by Class code, excluding GEN/GRV journal entries processed for assets added, improved or adjusted.

- **Depreciation** (column 3) = **Accumulated Depreciation** by Class code, excluding GEN/GRV journal entries processed for depreciation.
- Total **Accumulated Depreciation** for Governmental Activities-Additions=total **Depreciation Expense** reported at the bottom of **GASB 11** and **Depreciation Expense** on the Reconciliation of **GASB 4**.
- Total **Governmental Historical Activities** Ending Balance=**Cost of capital assets** on the Reconciliation of **GASB 3**.
- Total **Governmental Accumulated Depreciation** Ending Balance=**Accumulated Depreciation** on the Reconciliation of **GASB 3**.

Balance Sheet

GASB 7 – Statement of Net Assets – Proprietary Funds:

- **Total Assets, Total Liabilities and Total Fund Balances** for Food Service =corresponding **Balance Sheet Totals** for Food Service Fund (51) and Food Service Assets Fund (81).
- **Total Assets, Total Liabilities and Total Fund Balances** for Total Other Enterprise Funds = corresponding **Balance Sheet Totals** for Day Care Fund (52), Adult Education Fund (54), Day Care Assets Fund (82) and Adult Education Assets Fund (84).
- **Total Net Assets – Total** (column) = **Total Net Assets** for Business-Type Activities on **GASB 1**.
- Determine any differences and make the necessary adjustments in MUNIS.
- Make all required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- All adjustments made to GASB 7 should be included in other corresponding GASB 34 statements.

GASB 5 – Balance Sheet – Non-Major Governmental Funds:

- **Total Assets, Total Liabilities and Total Fund Balances** for Total Non-Major Government Fund=corresponding **Balance Sheet Totals** for Capital Outlay Funds (310), Building Fund (320), Technology Fund (350), Construction Fund (360) and Debt Service (400).
- **Total Assets, Total Liabilities and Fund Balances** for Total Non-Major Government Funds= corresponding totals for Other Governmental Funds on **GASB 3**.

- Determine any differences and make the necessary adjustments in MUNIS.
- Make all required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- If a non-major fund qualifies as a major fund, exclude the fund reported on GASB 5 and add to GASB 3 as a separate fund (column). Update GASB 3's Other Governmental Funds column with the newly calculated Total Non-Major column on GASB 5.
- All adjustments made to GASB 5 should be included in other corresponding GASB 34 statements.

GASB 3 - Balance Sheet - Governmental Funds:

- **Total Assets, Total Liabilities and Total Fund Balances** for General Fund=corresponding **Balance Sheet Totals** for General Fund (1).
- **Total Assets, Total Liabilities and Total Fund Balances** for Special Revenue=corresponding **Balance Sheet Totals** for General Fund (2).
- **Total Assets, Total Liabilities and Fund Balances** for Other Governmental Funds = corresponding **Totals** for Total Non-Governmental Funds on **GASB 5** (*adjustments may be required for rounding differences*).
- **Total Fund Balances** for Total Governmental Funds = **Total governmental fund balance** at the top of the Reconciliation of GASB 3.
- **Total Net Assets-Governmental** at the bottom of the Reconciliation of GASB 3 = **Total Net Assets** for Total (column) on **GASB 1**.
- Determine any differences and make the necessary adjustments in MUNIS.
- Make all required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- All adjustments made to GASB 3 should be included in other corresponding GASB 34 statements or added to the Reconciliation of GASB 3, including any rounding differences.

Statement of Net Assets

GASB 1 - District-Wide Statement of Net Assets:

- **Total Net Assets** for Proprietary Fund = **Total Net Assets on GASB 7 -Total** (column).
- **Total Net Assets** for Governmental Funds = **Totals Net Assets-Governmental** at the bottom of the Reconciliation of GASB 3.

- Determine any differences and make the necessary adjustments in MUNIS.
- Make all required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- Make the required corresponding adjustments made to other GASB 34 statements or add to the Reconciliation of GASB 3 (*adjustments may be required for rounding differences*).

Statement of Revenues, Expenses and Changes in Fund Balance

GASB 8 – Statement of Expenditures and Changes in Fund Balance- Proprietary Funds:

- **Net Change in Net Assets for Food Service on GASB 8 = Totals for Food Service Fund (51) and Totals for Food Service Assets (81) on the Annual Financial Report (AFR)** (less Beginning Balance).
- **Net Change in Net Assets for Other Enterprise Funds on GASB 8 = Totals for Day Care Fund (52), Totals for Day Care Assets (82), Totals for Adult Education Fund (54), Totals for Adult Education Assets (84) on the Annual Financial Report (AFR)** (less Beginning Balance).
- **Change in Net Assets on GASB 8 -Total** (column) = **Change in Net Assets for Business-Type Activities on GASB 2.**
- Determine any differences and make the necessary adjustments MUNIS.
- Adjust the “Materials and Supplies” column by subtracting the Capital Outlay for total assets added (improvements and adjustments, excluding donations) by Fixed Asset department code 3100 for Food Service and 3200 for Day Care and 3400 Adult Education for Other Enterprise Funds, if applicable. *See instructions-Capital Outlay Adjustments- for details.*
- Make all other required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- All adjustments made to GASB 8 should be included in other corresponding GASB 34 statements.

GASB 6 - Statement of Revenues and Expenditures and Changes in Fund Balances-Non-Major Governmental Funds:

- **Net Change in Fund Balances** on **GASB 6** = corresponding **AFR Totals per Fund** (less Beginning Balance) for Capital Outlay Funds (310), Building Fund (320), Technology Fund (350), Construction Fund (360) and Debt Service (400).
- **Net Change in Fund Balances** for Total Non-Major Governmental Funds on **GASB 6** = **Net Change in Fund Balances** for Other Government Funds on **GASB 4**.
- Determine any differences and make the necessary adjustments in MUNIS.
- If a non-major fund qualifies as a major fund, exclude the fund reported on GASB 6 and add to GASB 4 as a separate fund (column). Update GASB 4's Other Governmental Funds column with the newly calculated Total Non-Major column on GASB 6.
- Enter **Fund Balances-Beginning** for all columns, as calculated. These amounts should tie to the same amounts on GASB 4.
- Make all required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- All adjustments made to GASB 6 should be included in other corresponding GASB 34 statements.

GASB 4 – Statement of Revenues, Expenditures, and changes in Fund Balance-Governmental Funds:

- **Net Change in Fund Balances** for General Fund on **GASB 4** = **Totals for General Fund (1)** on the **Annual Financial Report (AFR)** (less Beginning Balance).
- **Net Change in Fund Balances** for Special Revenue on **GASB 4** = **Totals for Special Revenue (2)** on the **Annual Financial Report (AFR)** (less Beginning Balance).
- **Net Change in Fund Balances** for Other Governmental Funds = **Net Change in Fund Balances** for Total Non-Major Government Funds on **GASB 6** (*adjustments may be required for rounding differences*).
- Determine any differences and make the necessary adjustments in MUNIS.
- **Net changes-governmental funds** at the top of the Reconciliation of GASB 4 = **Net Change in Fund Balances** for Total Governmental Funds on **GASB 4**.
- Enter the total Capital Outlay for Current Year in cell “E-78” as a positive number. Total should agree to the total amount for Capital Outlay, by function, adjusted in the Expenses column in **GASB 2**.

- Adjustments for Fund 2-KETS may be required (if the district did not zero out Fund 2 due to KETS carryover) to balance between GASB 2 and GASB 4.
- Make all other required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- Enter **Fund Balances-Beginning** for all columns, as calculated.
- All adjustments made to GASB 4 should be included in other corresponding GASB 34 statements, including any rounding differences.
- **Changes-Net Assets Govnmnt Funds** at the bottom of the Reconciliation of GASB 4 = Change in Net Assets for Governmental Activities on GASB 2.
- Adjust GASB 4 and GASB 2 accordingly for differences.

Statement of Activities

GASB 2 – District-Wide Statement of Net Activities:

- **Change in Net Assets for Governmental Activities = Changes-Net Assets Governmental Funds** at the bottom of the Reconciliation of GASB 4.
- **Change in Net Assets for Business-Type Activities = Change in Net Assets on GASB 8 -Total** (column).
- Determine any differences and make the necessary adjustments in MUNIS.
- Make all required GASB 34 adjustments in the EXCEL output format for amounts that will not be recorded in MUNIS.
- Adjust the “Expenses” column by subtracting the Capital Outlay by function for total assets added (improvements and adjustments) by Fixed Asset department code. *See instructions-Capital Outlay Adjustments- for details.*
- Add Net Change in Fund Balance in Special Fund (fund 2) reported on GASB 4 and Special Fund-Operating Transfers-In to the amount reported for Instructional - Operating Grants and Contributions on GASB 2. *Adjustment normally only required when fund 2 Total Fund Balance is NOT zero.*
- Adjust the “State-Aid Formula Grants” by adding the On-Behalf payments (Revenue) portion for the year and the “Expenses” by function by adding the On-Behalf payments (expenditures) for the year.
- Enter **Net Assets-Beginning** for Governmental and Business Type Activities, as calculated.
- The adjustments made to other corresponding GASB 34 statements will need to be included or added to the Reconciliation of GASB 4 (*adjustments may be required for rounding differences*).

Budgetary Comparisons

GASB 9 – Budgetary Comparison Schedule for the General Fund:

- **Net Change in Fund Balance** for Actual column = **Totals for General Fund (1)** on the **Annual Financial Report (AFR)** for YR to Date Actual column (less Beginning Balance).
- **Net Change in Fund Balance** for Final Budget column = **Totals for General Fund (1)** on the **Annual Financial Report (AFR)** (less Beginning Balance) for Budget Approp column.
- **Net Change in Fund Balance** for Actual on **GASB 9** = **Net change in Fund Balances for General Fund on GASB 4** (*adjustments may be required for rounding differences*).
- Determine any differences and make the necessary adjustments in MUNIS.
- Make all other required GASB 34 adjustments (for fund 1) in the EXCEL output format for amounts that will not be recorded in MUNIS and any rounding differences.
- Enter **Fund Balances-Beginning** as calculated.
- Key in the Original Budget figures from the Tentative Budget.

GASB 10 – Budgetary Comparison Schedule for Special Revenue:

- **Net Change in Fund Balance** for Actual column = **Totals for Special Revenue (2)** on the **Annual Financial Report (AFR)** for YR to Date Actual column (less Beginning Balance).
- **Net Change in Fund Balance** for Actual on **GASB 10** = **Net change in Fund Balances for Special Revenue on GASB 4** (*adjustments may be required for rounding differences*).
- Determine any differences and make the necessary adjustments in MUNIS.
- Make all other required GASB 34 adjustments (for fund 2) in the EXCEL output format for amounts that will not be recorded in MUNIS and any rounding differences.
- Enter **Fund Balances-Beginning** as calculated.
- Key in the Original Budget figures from the Tentative Budget.
- Key in the Final Budget figures from the Annual Financial Report (AFR).

ADJUSTING FOR CAPITAL OUTLAY

Capital Outlay or asset expenditures for the reporting fiscal year are not to be reported on GASB 2, District-Wide Statement of Activities for GASB 34 reporting purposes.

Depreciation expense, rather than the capital outlay (asset expenditures) is only to be included in GASB 2 whereas the capital outlay (asset expenditures) is included in the GASB 4, Governmental Statement of Expenditures, Revenues and Changes in Fund Balance.

For Fiscal Year 2003, the GASB 2 reports for KDE will require a manual adjustment for the asset expenditures in the Excel output format. The adjustment should be made to the “Expenses”, column B, by function in GASB 2 by subtracting the total amount of expenditures for assets added, improved and adjusted for the fiscal year reporting by Fixed Asset Department code.

KDE recommends adjusting GASB 2 using the total of assets added, improved and adjusted based on the Fixed Asset Department Code (function of the asset). KDE’s standard Fixed Asset Department codes are assigned to assets, based on the function of the asset, which normally should correspond to the same function of the expenditure of the asset purchased/improved. The Activity (History) List from the Fixed Asset module provides such totals by KDE Fixed Asset Department code for the fiscal year/period of 2003/01 to 2003/13 (NOT History Date Range). Such totals should be adjusted for donated assets of which expenditures did not occur.

NOTE: Future capability within MUNIS will automatically exclude the asset expenditures providing a more accurate total of assets purchased by function. The utility will pull the totals from the P.O./Accounts Payable org/object code located on each asset record.

1. Process the Asset Activity History report (option G) report as follows:
 - a. Asset type=**Both**.
 - b. Year/Per Range= 2003/01 to 2003/13.

*NOTE: To get a report of totals only, make sure that the boxes for Page break; Detail Listing and Asset Listing are **NOT** selected.*

2. Combine totals of Asset ACT, Improvements and Adjustments (columns 1, 4 and 5) by Fixed Asset Department code.
3. Donated assets received for the year should be reduced from the above total.
4. Edit the Expenses column in the Excel output format of GASB 2 and subtract the totals by Fixed Asset Department code for each Governmental and Proprietary assets (GASB 8 also for Proprietary reporting Funds). **NOTE: Proprietary assets should be identified as Food Service = Department Code 3100, Day Care=3200 and Adult Education=3400 (only if Day Care and Adult Ed are Proprietary reporting funds).**